

Baraboo BID Meeting Minutes  
2/17/2021

Present:

Members: S. Fay, A. Adams, , M. Yount, T. Wickus, S. Sloan, B. Stelling, T. Sloan

Absent:

Members: B. McDaniel, S. Ramsey Brunker

Additional: Cynthia Haggard

President Fay called the meeting to order at 5:49 PM

Approval of January 2020 minutes: Yount/S. Sloan, carried

Adoption of Agenda: Motion to amend to move Presentation by the Finance Director to start of the agenda and approve; Wickus/Stelling, Carried

Presentation by the Finance Director on the following:

- Explanation of financial documents
- Budget Amendments
  - Budgetary transfer
  - Supplemental budget
- Purchasing Policy & Disclosures
  - Policy:
    - Seek at least three quotes and accept the lowest cost consistent with quality and performance
  - Disclosure:
    - Must disclose conflicts of interest when contracts or purchases are sent out for bids
  - Documentation:
    - Ensure there are records of every decision regarding bids
- Discussion:
  - Request for annual meeting with Finance Director

President: None

Secretary: None

Treasurer: None

Appearances: None

Business Development: None

Finance: None

Parking: None

Promotions: Farmers market manager Fred Moh is retiring; Focus group meetings beginning to establish new ideas for farmer's market; Invitation sent to prior vendors and other involved parties; Only 6-8 vendors confirmed currently; Conversation with UW Extension for

farmer's market management; Some markets are allowing bakers;  
Liability, event, and other insurance; Pre-COVID, 15-20 stalls;  
During COVID, 7-10 stalls for spacing

Old Business:

- None

New Business:

- Broadband Update
  - Anecdote: Personal emails from Sen. Ron Johnson's office requesting input
  - Anecdote: Personal emails from school surveying WIFI signal in homes
  - No other easily measurable progress
- Promotions committee would like to move to amend their 2021 budget by moving unspent 2020 money of \$2,000.00
  - Motion rescinded by T. Wickus
- Approval of Vouchers
  - Downtown Baraboo - Promotions
    - \$272.12
  - Lorraine Ortner-Blake - Promotions
    - \$158.40
  - Capital Newspapers – BID assessment announcement
    - \$50.32
  - City of Baraboo – Administrative expenses
    - \$290.36
  - Total
    - \$771.20
  - Motion to approve: Wickus/Yount
    - Carried

Next Meeting:

- Farmers' Market recap and discussion
  - Separate committee or solely for promotions committee

Motion to adjourn at 6:39 PM by S. Sloan/T. Sloan, carried.

Respectfully Submitted,  
Andrew Adams  
Secretary